I. Introduction

Over the last few decades, many businesses and universities have instituted non-standard work schedule options for their employees. The use of non-standard work schedule options is a valuable employee benefit as long as business needs are met. The Information Technology division recognizes the needs of employees and this procedure explains the intention to support alternative options. All non-standard work schedules must comply with the Weber State University Policy and Procedures Manual (PPM 3-2, PPM 10) and applicable State and Federal Laws (e.g., Fair Labor Standards Act, OSHA).

Information Technology management will consider all requests for non-standard work schedules. Management will look for flexible and creative alternatives for meeting employee requests without compromising the division’s objectives and customer service. Unfortunately, not every job qualifies for alternative work schedules. Employees who request alternative work schedules are responsible for designing a workable program. Some positions may not be able to take full advantage of flexible work hours due to business needs.

II. Alternative Work Schedule Options include the following or a combination of the following:

Compressed Full-time (40 or more hours in less than 5 days)

Compressed Full-time refers to working a 40 hour week within a shorter number of days. An example could be working four 10 hour days.

Anyone requesting to work compressed time should understand that as professional staff, employees are expected to work 40 - 50 hours per week. Employees are expected to put in a full week of work and complete all work as assigned within the shortened week structure. PPM 3-2

A schedule for compressed full-time should be determined with the supervisor. A compressed schedule will be reevaluated if work is not getting done or if customer needs are not being met. Core business hours for the IT Division (9:00 AM – 3:00 PM) should be considered as well as core hours of the customers’ supported by the employee. Tuesday, Wednesday and Thursday should be working days for this schedule.
If the employee is working a compressed schedule, the employee is responsible for working the additional time to complete an unfinished project.

**Telecommuting** (i.e., work at home)

Telecommuting is a tool allowing for flexibility in work location. A telecommuter’s performance is measured by accomplishments, not work location. It does not change the basic terms and conditions of employment with the University. Telecommuting is not a substitute for ongoing primary child or family health care.

Telecommuters are expected to adhere to University rules, regulations, policies, and procedures regarding the security and confidentiality of data and information. Employees must use network access procedures established by the University. All telecommuter staff will utilize VPN access, two-factor security, and install virus-protection software, ensuring the virus definitions are kept current. **PPM 10**

The employee is responsible for maintaining telecommuting equipment. Employees are responsible for setting aside a home work space that is ergonomically sound, clean, safe and free of obstructions and hazardous materials. The home work space should be free of distractions.

The expectation is that a telecommuting employee will come to campus at least one day each week unless other arrangements are made with the supervisor. To facilitate networking, the employee will be expected to attend division events or project meetings if geographically possible.

**Flexible Schedules** (i.e., any work hours other than 7:30 a.m. - 4:30 p.m., Monday through Friday)

As the name implies, flexible schedules are flexible. The employee and supervisor will work out an acceptable schedule. The employee is responsible for adhering to the agreed schedule.

Flexible schedules all have two things in common: core hours, during which the employee must be at work; and flexible times bands which are the times you can vary arrival and departure times from work. For example, rather than all employees working 7:30 to 4:30, some might work 7:00 am to 4:00 pm, and others 9:00 am to 6:00 pm.

**III. Ad Hoc Alternative Work Schedule**

Ad Hoc alternative work schedules recognize that infrequent situations arise where an employee without a formal Alternative Work agreement, may need a short term (e.g., one to two day) alternative work schedule. Ad Hoc alternative work schedule requests do not require an Alternative Work Schedule agreement. However, it does require prior manager approval. The employee should contact their manager for approval. The employee must adhere to the requirements and expectations outlined in this procedure. Managers are responsible for notifying directors of any employee working an ad hoc
schedule. Ad hoc alternative work schedules consisting of one day or more should be posted on the Division calendar.

IV. Process

The key to a successful non-standard work schedule is a well thought through design. The customer impact—both internal to Information Technology and external—must be addressed. Alternative work arrangements are a privilege permitted at management’s discretion. An employee’s alternative work schedule agreement may require review as University circumstances change.

To assist management in balancing customer needs with alternative work solutions, we have created the following process in order to maintain an effective and positive work environment for all.

The Information Technology Division and Weber State University are not obligated to provide funds for support of a non-standard schedule or telecommuting expenses.

PARTICIPATION: All Information Technology employees who have consistently met or exceeded the expectations of their position and who:

- Have a full understanding of the operations of his/her department;
- Is able to establish priorities and has demonstrated effective time management habits;
- Can maintain a safe and ergonomically sound home work area, free from distractions;
- Have successfully completed their probationary period;
- Have documented performance which is satisfactory or whose performance rating on their last performance evaluation (PREP) is at least satisfactory;
- Work effectively with minimal supervision;
- Is reachable by phone and chat during assigned work hours.

Procedure

Step 1: Employee prepares a draft Alternative Work Schedule agreement including rationale for a non-standard work schedule. The rationale must demonstrate how the employee can fulfill all obligations of his or her position, as described in their job description. In particular, the rationale should consider the following questions:

- The employee proposing to work from home, should include what communication technology will be in place to support data and voice communication with campus.
- Interactions (meetings, consultations, informal questioning and problem solving) which the position entails, and exactly how these interactions will occur under the proposed schedule
  Consider the following:
    - IT Division colleagues
    - Students, staff and faculty outside the Division
    - People external to the University (i.e., vendors)
Step 2: Input is solicited from staff by the manager within the department/team and other University staff who work regularly with the employee regarding possible conflicts.

Step 3: Manager reviews proposal with the employee. The request is approved, denied or a request is made for revisions and further review.

Step 4: Once approved and signed, the Alternative Work Schedule Agreement (Appendix A) will be filed in the Vice President for Information Technology office.

Step 5: Changes to a previously approved alternative work schedule must be submitted and approved by this same process.

Step 6: Each Alternative Work Schedule Agreement will be reviewed at least annually.

EXPECTATIONS OF EMPLOYEES:

- Must be available via phone, chat and e-mail during agreed upon work schedule. Office phones will be forwarded to cell phone or employee home phone.
- Managers may require employees to be on site as needed for work-related meetings or other events that may occur on a scheduled telecommute day.
- If an employee misses a meeting they are responsible for contacting others for meeting information and potential assignments.
- Must manage regularly scheduled hours on weeks where there is a University holiday. Holiday, sick time, and vacation will be prorated based on number of hours worked. Employees receive full-time holiday pay of 8 hours. A sick day must be reported as the number of hours scheduled for the missed day. The employee must be diligent with their manager to ensure all work hours are completed and that vacation/holiday are used. Time off requests must include a CC to the IT Business Office for addition to ITD Calendar.
- Must understand that this is a privilege, not a guarantee. If business needs change then the alternative work schedule will be reviewed.
- Information Technology management reserves the right to terminate an alternative work schedule, for any reason.
- Individual AWSL will be reviewed at least annually.
- Telecommuters are expected to adhere to University rules, regulations, policies, and procedures regarding security and confidentiality.
- Employees must use network access procedures established by the University.
- Any staff member with VPN access will install virus-protection software and will ensure virus definitions are kept current. An approved form of two-factor authentication must be used for logging in.
- Employees are responsible for setting aside a home work space that is ergonomically sound, clean, safe and free of obstructions and hazardous materials.
- The home work space should be free of distractions and disruptions.
• Telecommuters and employees with a compressed work week are responsible for tracking weekly work assignments using IT designated tools reviewable by the manager. This includes work completed, work in progress, work in the queue and issues or challenges hindering the progress in fulfilling job requirements.

**APPEALS:**

If an employee believes the request was unjustly denied the employee may appeal to the department director or Vice President of Information Technology.